

Office use only

☐ ☐


41970110

Instalment activity statement

Document ID

Form due on

Payment due on

Contact phone number

Contact person who completed the form

When completing this form:

- print clearly using a black pen
- show whole dollars only (do not show cents)
- if reporting a zero amount, print '0' (do not use NIL)
- leave boxes blank if not applicable (do not use N/A, NIL)
- do not use symbols such as +, -, /, \$.

PAYG income tax instalment

Complete Option 1 OR 2 (indicate one choice with an X)

☐ Option 1: Pay a PAYG instalment amount quarterly
T7 \$ Write the T7 amount at 5A in the Summary section over the page
OR if varying this amount, complete T8, T9 and T4Estimated tax for the year T8 \$ Varied amount for the quarter T9 \$ Write the T9 amount at 5A in the Summary section over the page
and then complete the other sectionsReason code for variation T4

OR

☐ Option 2: Calculate PAYG instalment using income times rate
PAYG instalment income T1 \$ T2 %

OR

New varied rate T3 %T1 x T2 (or x T3) T11 \$ Write the T11 amount at 5A in the Summary section over the page
and then complete the other sectionsReason code for variation T4

PAYG tax withheld

Total salary, wages and other payments W1 \$ Amount withheld from payments shown at W1 W2 \$ Amount withheld where no ABN is quoted W4 \$ Other amounts withheld (excluding any amount shown at W2 or W4) W3 \$ Total amounts withheld (W2 + W4 + W3) W5 \$ Write the W5 amount at 4 in the Summary section over the page
and then complete the other sections

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Methods of payment



BPAY: contact your financial institution to make this payment from your cheque or savings account. Quote biller code **75556** and your EFT code (shown on the front of the payment slip) as the customer reference number.

Direct credit: you can electronically transfer funds to the Tax Office's direct credit bank account using online banking facilities. Use BSB 093 003, Account number 316 385 and your EFT code. Phone **1800 815 886** for assistance if required.

Direct debit: have your payment deducted from your financial institution account (**not** credit cards). Phone **1800 802 308** for a direct debit request form and/or details.

Mail payments: mail the payment slip together with your cheque or money order using the envelope provided. Please do not use pins or staples. Do **not** send cash. See below for cheque information.

Post office: payments can be made at any post office by cash, cheque or EFTPOS (where available and subject to daily limits). A \$3,000 limit applies to cash payments. Your payment slip must be presented with your payment.

Cheques/money orders should be for amounts in Australian dollars and payable to 'Deputy Commissioner of Taxation'. Cheques should be crossed 'Not Negotiable'. **Payments cannot be made by credit card, or in person at any Tax Office branch or shopfront.**

Fringe benefits tax (FBT) instalment

F1 \$

Write the F1 amount at 6A in the Summary section below
OR if varying this amount, complete F2, F3, F4

Estimated FBT for the year F2 \$

Varied amount for the quarter F3 \$

Write the F3 amount at 6A in the Summary section below

Reason code for variation F4

Summary

Amounts you owe the Tax Office

PAYG tax withheld 4 \$

PAYG income tax instalment 5A \$

FBT instalment 6A \$

Deferred company/fund instalment 7 \$

4 + 5A + 6A + 7 8A \$

Amounts the Tax Office owes you

Credit from PAYG income tax instalment variation 5B \$

Credit from FBT instalment variation 6B \$

5B + 6B 8B \$

Payment or refund?

Is 8A more than 8B?

(indicate with X)

- ☐ Yes, then write the result of 8A minus 8B at 9. This amount is payable to the Tax Office.
- ☐ No, then write the result of 8B minus 8A at 9. This amount is refundable to you (or offset against any other tax debt you have).

Your payment or refund amount

9 \$

Do not use symbols such as +, -, /, \$

Declaration I declare that the information given on this form is true and correct, and that I am authorised to make this declaration.

Signature

Date / /

Return this completed form to

HRS

MINS

Estimate the time taken to complete this form. Include the time taken to collect any information.

Activity statement instructions are available from www.ato.gov.au or can be ordered by phoning 13 28 66. The Tax Office is authorised by the tax laws to collect this information to administer those laws and may pass information to other government agencies. More information about privacy and access to your tax information is available from www.ato.gov.au



Australian Government
Australian Taxation Office